

MIDWEST ASSOCIATION OF STUDENT EMPLOYMENT ADMINISTRATORS

2008 STUDENT EMPLOYEE GUIDELINES

Eligible Students

Undergraduate students employed on campus at institutions which have at least one individual who is a member of MASEA/ NSEA. Graduate students who are on student employee payroll, and who are performing student employee jobs (*not Resident Advisors, Graduate Assistants, or Teaching Assistants*) are eligible, at the institutions discretion.

Eligible Terms of Employment

Students must have been employed for a minimum of 3 months full-time or 6 months part-time between June 1, 2007 and May 31, 2008 (anticipated).

Selection Criteria

Students will be evaluated on the following qualities:

1. Reliability
2. Quality of Work
3. Initiative
4. Professionalism
5. Uniqueness of Contribution

(In case of a tie, uniqueness of contribution should be the deciding factor.)

Campus Selectee

Each Institution may submit **ONE** name for the competition of the state level. Please submit the (1) institutional selectee form, the (2) nomination form, and (3) nomination letter. Please Note: only one nomination letter will be considered for each nominee.

Mail or fax materials to:

Patricia M. O'Donnell
Cleveland State University
2121 Euclid Avenue; KB 1300
Cleveland, OH 44115

FAX: (216) 687-9247
TEL: (216) 687-5536
E-Mail: p.m.odonnell@csuohio.edu

To be considered, campus selectee must be received by March 3, 2008.

Winners

MASEA readers will select one state winner for each state. State winners will then be considered for the MASEA regional selection. One national winner will be selected from among the four regional candidates.

Awards: *(Institutions are encouraged to provide additional honors and awards, if possible.)*

- Each campus winner will receive a certificate and congratulatory letter from MASEA
- The state winners will receive a certificate and check for \$75.00
- The MASEA regional winner will receive a plaque and a check for \$150.00
- The MASEA winner will be submitted for the NSEA Student Employee of the Year Program.